

## **MADERA COUNTY**

### **SUPERVISING CADASTRAL DRAFTING TECHNICIAN**

#### **DEFINITION**

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing Cadastral Mapping and Title Services Section functions and services; to perform the more specialized and difficult skilled drafting work in preparing, maintaining, and updating maps, drawings, tracings, and title sheets for assessment purposes; to compute land areas and boundaries; to make field checks on property with conflicts in documentation; to assist the public with problems concerning land area and property locations; to serve as a representative for the County Assessor's Office at public hearings; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing map drafting and related research work in the County Assessor's Office; provides supervision and training to assigned staff; assigns and evaluates staff work; oversees and performs the preparation of new and revised maps, necessitated by the creation of tax areas, subdividing property, development of property, and transfer of property; performs a variety of the more skilled and difficult cadastral drafting work; assumes responsibility for the preparation of maps in conformance with legal requirements; assists with resolving unusual problems concerning property records; explains and answers questions regarding Assessor's maps for the public and other staff; assists other agencies with the review of property descriptions and maps; maintains current awareness of, reads, and interprets new legislation and State Board of Equalization rules regarding mapping and tax area boundaries; assists local public regulatory and planning agencies in reviewing descriptions, subdivision maps, changes in tax area boundaries, and in other areas to determine compliance with current tax laws and conformity with existing district boundaries; reviews, analyzes, and reports on lot line adjustments, parcel and subdivision maps, general land amendments, and related documents.

#### **OTHER JOB RELATED DUTIES**

Devises and implements title record keeping systems and procedures; performs the more complex technical functions regarding title transfers and title services; performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, functions, services, and activities of the County Assessor's Office.  
Principles of supervision, training, and performance evaluation.

Nomenclature, symbols, methods, and practices used in property descriptions, mapping, and drafting work.

Pertinent Federal, State, and local laws, codes, and regulations including California Revenue and Taxation Code and State Board of Equalization rules pertaining to changes of ownership, assessment practices, California land titles rules and procedures, and assessment maps.

Assessment practices and procedures.

Modern office practices, methods, and computer equipment.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise, assign, coordinate, and review the work of staff in the Cadastral Mapping and Title Services functions of the County Assessor's Office.

Supervise, train, and evaluate assigned staff.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Devise and implement systems and procedures which will provide title histories necessary to make change of ownership decisions.

Perform the more complex cadastral drafting assignments.

Perform the more difficult analysis and interpretation of property descriptions, titles, and survey records.

Use drafting instruments and mapping aids with skill and accuracy.

Formulate and recommend policy regarding new rules and legislation.

Prepare, update, and interpret maps, drawings, charts, plans, and property descriptions.

Make accurate mathematical calculations in the computation of land areas and boundaries.

Demonstrate skill in trigonometry and the use of logarithmic and curve data tables.

Research title information.

Prepare and maintain records and reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

***Madera County***  
***Supervising Cadastral Drafting Technician (Continued)***

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**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of experience performing skilled drafting work comparable to that of a Cadastral Drafting Technician I/II with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in civil engineering, drafting, mathematics, or a related field.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995